

**REGISTERED PROFESSIONAL NURSE FSN-9/FP-5
VACANCY ANNOUNCEMENT 16/09/60**

MAJOR DUTIES AND RESPONSIBILITIES

35% of Time - Maintains a Primary Care Health clinic during assigned work hours

- Maintains custody and proper internal controls for the Health Unit inventory and supplies. This includes ordering and inventory control of medical supplies and medications using the pharmacy management software.
- Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary)
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings. Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.
- Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the RMO.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Management
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

20% of Time: Maintain an Immunization Clinic for Routine and Travel Immunizations

- Assess each new patient's immunization needs and make recommendations
- Follow CDC and ACIP guidelines for immunization of adults and children
- Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines
- Budget, order, and rotate vaccine stock. Avoid over-stocking with consequent wastage
- Knowledge of recommended immunization schedules and management/reporting of adverse events

10% of Time: Health Promotion Program

- Writes health promotion/education articles for the HUMBOLDT CURRENT newsletter
- Provides health promotion and safety activities at the embassy
- Conducts health education programs to include First aid, CPR, AED, Babysitter's Course, and others

5% of Time: Responsible for the Health Orientation of New Arrivals

- Complete the Patient Registration Form and obtain most recent medical clearances for all eligible beneficiaries
- Orientation to public health risks and preventive health behaviors
- Assess family health and immunization needs
- Describe services provided by the health unit and various roles of health care personnel
- Orientation to the local health care system.
- Complete age appropriate health promotion reviews

5% of Time: Coordinate Medical Clearance Examinations

- Prepare cables for fund cite requests as needed
- Schedule medical appointments, labs, and special tests as required
- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic tests as approved by the Direct Hire or Locally Engaged clinicians.
- Translate or arrange translation of medical reports from Spanish into English or vice versa
- Review completed clearance exams for thoroughness and scan to MED/MR once complete
- Package and ship lab specimens to MED lab, NAMRU, GenPath Lab or others, as indicated

5% of Time: Coordinate Medical Evacuations

- Arrange Med Evacs in the absence of the RMO and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site.
- Draft MED Channel cables
- Coordinate requests for specialty appointments with the relevant medical authority
- Collaborate with Embassy Administrative offices to coordinate medical evacuations
- Request fund cites from MED (DOS) or the appropriate agency (PC, DEA, USAID, etc.)
- Liaison between local providers and MED during emergency evacuations
- Assist patient with medical service access in the interval prior to evacuation
- Accompany patient as a medical attendant as needed

5% of Time: Coordinate local hospitalizations of Foreign Service personnel

- Request fund cite from MED (DOS, MSGs) or appropriate agency (all others)
- Conduct regular visits to assess the course of care while hospitalized; obtain pertinent reports

5% of Time: Maintains current working knowledge and relationship with the local providers and facilities.

- Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years
- Identifies quality providers and facilities in area and works with RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities

- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts
- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin
- Works with the RMO to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates to the Medical Capabilities Information (MCI)

5% of Time: Must be available outside of normal embassy working hours

- Participates in Embassy medical duty call rotation as appropriate
- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
- May be required to travel as a medical attendant during a medical evacuation
- Attends continuing nursing education conferences held outside of country as scheduled
- May be required to make hospital visits during off-duty hours to monitor an individual's care
- Available to respond to the embassy on an emergency basis

5% of Time: Reporting requirements

- Assists in producing any regular statistical reporting required by MED; with the RMO, provides input to:
 - Post Medical Capability Inventory
 - Annual Post Health and Safety Report
 - Medical portion of Post Differential Report
 - Annual Update of Health and Medical Information Guide with distribution to MED
 - Maintains or contributes to an Accident Report Log